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**PREPARING VA FORM 7468, REQUEST FOR DISPOSITION OF RECORDS, AND
PROCESSING VHA RECORDS FOR STORAGE**

1. PURPOSE: The purpose of this Under Secretary for Health memorandum is to provide procedures to effect the transfer of inactive Veterans Health Administration (VHA) records from agency office space to the Department of Veterans Affairs (VA) Central Office Records Storage Area (033A4) or to the Washington National Records Center (WNRC). It replaces the Under Secretary for Health Memorandum 10-94-002.

2. POLICY

a. VHA records are maintained in accordance with the Department's policy on records management. VHA Records Control Schedule (RCS) 10-1 is the primary authority for retention and disposal of agency records. Other records schedules such as the National Archives and Records Administration (NARA) General Records Schedules (GRS) and Appendix A of Central Office Operating Instructions (OI-1), provide retention and disposal requirements for general and administrative records.

b. OI-1, Part 1, Chapter 2, provides VA Central Office policy and procedures for the transfer of inactive records to storage facilities, VA Central Office Records Storage Area and the WNRC.

3. ACTION

a. **Responsibility of VA Central Office Officials and Employees**

(1) The Director, Health Administration Service (HAS/161A) is responsible for direction of a comprehensive records management program in VHA.

(2) The Chief, Directives, Forms and Records Management (161A4), as VHA's Records Management Officer, is responsible for developing policy and procedures for effective records management in VHA. More specifically, the Chief or designee is responsible for approving VA Form 7468, Request for Disposition of Records, that is used to initiate action to properly dispose of VHA Central Office records.

(3) Office and service directors are responsible for ensuring that records under their jurisdiction are disposed of in accordance with Federal law, NARA records management regulations, VA and VHA requirements, and this memorandum.

(4) Employees are responsible for ensuring that records are properly retained pursuant to the agency's recordkeeping requirements.

(5) VA Central Office Records Storage Area (033A4) officials are responsible for operating and maintaining a records storage area for inactive records. They are responsible for transferring inactive records to the WNRC.

b. **Eligibility for Records Disposition.** Before records can be transferred to the VA Central Office Records Storage Area or the WNRC, the user of the records must determine that the records are not needed for current operation. Only inactive records are stored in the VA Central Office Records Storage Area or the WNRC. On the basis of the retention requirement, VA Central Office Records Storage Area officials will determine whether the records are eligible for retirement to the WNRC. Nonrecord materials are destroyed when no longer needed for reference purposes. Unappraised records can be stored in the VA CENTRAL OFFICE Records Storage Area pending approval of Standard Form 115, Request for Records Disposition Authority, by NARA.

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c. **Instructions for Completing VA Form 7468, Request for Disposition of Records.** VA Form 7468, Request for Disposition of Records, is used to effect the transfer of inactive records to the VA Central Office Records Storage Area. It is also used to initiate action for the retirement of records to the WNRC. In addition, the form is used to document the final disposition action for the records.

(1) For completion of VA Form 7468, see Attachment A of this memorandum.

(2) VA Form 7468 will be submitted by program officials to VHA's Records Officer for approval. The VHA Records Officer will submit the form to the VA Central Office Records Storage official for action. Three copies of the form will be processed when requesting storage for the records. Two copies will be processed when requesting immediate destruction of the records.

d. **Preparation of Records for Storage**

(1) Before preparing the records for transfer, remove extraneous materials such as nonrecord material and identical documents. Documents must be filed in folders, binders, or envelopes. All folders, binders, and envelopes must be properly labeled consistent with the informational content of the records. Labels must be affixed on the tab at the top of the folder.

(2) Letter-size folders must face the front of the box. Legal-size folders must face the left side of the box. Each box must contain a listing of its contents and the records must be arranged in the same manner as indicated on the listing.

(3) For storage of records, standard-size record storage boxes are to be used to transfer records to the VA Central Office Records Storage Area. Storage boxes, 14-3/4" x 12" x 9-1/2", may be obtained from the local supply area. Boxes are not to be marked unless authorized by a VA Central Office Records Storage employee.

(4) Do not overpack the boxes. Do not add additional files on the bottom, side or top of the records in the box. If the last box is not completely full, add packing material to strengthen the box.

(5) For records that are eligible for immediate destruction, other boxes such as xerox boxes may be used to transfer the records to the VA Central Office Records Storage Area.

e. **Unappraised and Unscheduled Records.** Unappraised and unscheduled records are those records that have not been evaluated to determine their record retention value. Such records are not listed in VHA's Records Control Schedule 10-1, NARA's General Records Schedules, or any other authorized records schedule.

(1) Unappraised and unscheduled records may be stored under emergency conditions. Regardless of the necessity to store these records, VHA's Records Officer is to be contacted immediately when it has been determined that unappraised and unscheduled records exist. VHA's Records Officer will take appropriate steps to schedule the records with NARA. While unappraised and unscheduled records can be stored in the VA Central Office Records Storage Area, they cannot be shipped to the WNRC.

f. **Retrieval of Records.** Requests to recall records will be coordinated through VHA's Records Management Officer to VA Central Office Records Storage Area. Using a copy of VA Form 7468, requesters should provide the title and description of the records, date the records were transferred to local storage, and the location block number or accession number for the

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records. If the above information cannot be provided, requesters should provide other information that is helpful in identifying the exact location of the records.

4. REFERENCES

- a. MP-1, Part II, Chapter 1; and the VHA Supplement.
- b. OI-1, Part I, Chapter 2 and Appendix A.
- c. RCS 10-1.
- d. General Records Schedules.

5. RESPONSIBILITY: The VHA Records Management Officer (161A4) is responsible for the contents of this VHA memorandum..

6. RESCISSIONS: VHA Memorandum 10-94-002 is rescinded

7. RECERTIFICATION: This VHA Memorandum will be recertified on or before the last day of March 2002.

S/ by Thomas Garthwaite, M.D. for
Kenneth W. Kizer, M.D., M.P.H.
Under Secretary for Health

Attachment

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ATTACHMENT A

INSTRUCTIONS FOR COMPLETING VA FORM 7468

VA Form 7468, Request for Records Disposition, should be completed as follows:

BLOCK	ACTION
1	Mail routing symbol 033A4 for Department of Veterans Affairs (VA) Central Office Records Storage Area.
2	Organizational title of office requesting record disposal action.
3	Mail routing symbol for office requesting record disposal action.
4	Room number and building where the records are to be picked-up.
5 and 6	Name and telephone number of individual who can answer questions about the records.
7	Leave blank (item not applicable).
8	Title and description of the records as provided in the appropriate records schedule, e.g., Records Control System (RCS) 10-1.
9A-G	Type and size of records.
10	The cutoff period for records should be indicated as shown in the examples below: January 1, 1996 through December 31, 1996, or Calendar Year (CY) 96. October 1, 1996 through September 30, 1996, or Fiscal Year (FY) 96.
11	Indicate the number of containers, i.e., boxes, fiche jackets, etc.
12	Indicate file sequence, i.e., alphabetical, numerical.
13	Indicate the cubic feet of the total number of boxes to be transferred. Note: Each record storage box is equivalent to one cubic foot.
14	Leave blank or indicate "NA" for not applicable. Linear foot measurement not used for record storage purposes.
15A-G	Check the appropriate disposition action requested, e.g., "destroy immediately." NOTE: <i>The destruction date for the records must conform with the expiration date of the retention requirement.</i>
16A, B, C	Provide the appropriate RCS authority, item number, and page number that establish retention and disposition requirements for the records. Such authorities are obtained from RCS 10-1 or other records control schedules.

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| 17A and E | Signature of approving official and date of approval. |
| 18A and B | Leave blank. The VHA Records Officer will sign and date. |
| 19A and B | Leave blank. VA Central Office Records Officer will sign and date after disposition action has been completed. |